



**Strategic Planning Strategic Level Working Group
Workgroup Breakout Sessions
Day 1 – February 19, 2004**

**Grand Hyatt Washington
Burnham**

Suggested Discussion Items

Facilitator: Ken Buetow & Chalk Dawson

The Strategic Planning Work Group began by discussing what topics of discussion would of interest to the group. The following is the resulting list. Items that were not discussed could be deferred until the next meeting. Bolded items were discussed during this meeting:

- **Working Group Deliverables**
- Specific Existing Projects
- **Work Group Meeting Mechanics**
- Other Possible Future Activities for caBIG (New Workspaces)
- **Other Complimentary Initiatives**
- **Other Organizations**
- CCSG Interactions
- **Possible External Experts**
- Reviewer Pool
- **Agenda Setting and Other Meeting Mechanics**
- Feedback Mechanism from Other Workspaces
- Division of Effort with Work Group
 - Agenda Items
 - Liaisons to Other Workspaces



Summary

Suggested Strategic Planning Working Group (WG) Deliverables

The Strategic Planning WG identified the following as a potential list of deliverables that this group should provide:

- Create a framework to assess the adequacy of workspace goals
- Create a framework to assess progress of workspaces toward stated goals
- Develop a 2, 3, 5, and 10 year list of strategic goals for caBIG
- Develop usability and “deployability” guidelines for caBIG work products

Strategic Planning WG Meeting Mechanics

The Strategic Planning WG made the following decisions concerning how future Work Group Meetings would occur:

- The Group should meet twice per year face to face and coordinated with other caBIG meetings whenever possible
- Bi-weekly meetings will occur via teleconference
- Agendas for the meeting should be published to the group no later than 48 hours prior to the meeting.
- If no Agenda is published, the meeting will not be held.
- Ken Buetow will continue at the Strategic Planning WG facilitator. However, this position may be rotated on a periodic basis.

Other Organization/External Experts

The Strategic Planning WG discussed interactions with outside groups/experts. One of the deliverables from this group is that we should develop a list of guideline for the caBIG program and how interaction with outside groups or experts should be conducted. The following is a short list of possible list of external groups or experts the caBIG initiative might want to interface with:

- COOP
- BRIITE
- AACI
- Other NIH bioinformatics entities such as NHGRI and NCBI
- Other “Grid” activities such as Bio Conductor and the UK Cancer Grid
- Experts fro the Information Technology and Pharmaceutical Industries.



Action items:	Person responsible:	Deadline:
1. Create an area on the caBIG web site to allow members to submit proposed agenda items	TBD	TBD
2. Look into what is needed to host a collaborative work environment that will allow all participants to share documents, and hold collaborative meetings on line. Possibly include real time video.	Tom Casavant (University of Iowa – Holden)	Next Scheduled Meeting
3. Schedule our next meeting for the Week of March 1, 2004	Chalk Dawson (caBIG Program Staff)	3/3/2004
4. Develop discussion topics for 2, 3, 5, and 10 year list of strategic goals for caBIG	Bob Beck (Fox Chase CC)	Next Scheduled Meeting

Agenda Items for the Next Meeting:	Person responsible:
1. A collaborative work environment	Tom Casavant (University of Iowa – Holden)
2. Develop discussion topics for 2, 3, 5, and 10 year list of strategic goals for caBIG	Bob Beck (Fox Chase CC)
3. Interacting with outside groups and experts	TBD